

POSITION VACANCY ANNOUNCEMENT

October 16, 2007

Reading Together Coordinator/Programming Specialist
Supervisory Technical 3
FTE .75 (30 hours weekly/12 months per year)
Public Services/Loan & Outreach Services

SCOPE OF RESPONSIBILITIES

- To manage the Reading Together community reading program
- To serve on the library-wide adult programming committee
- To plan or assist with programming for adults
- To build external partnerships to support adult programming efforts
- To represent KPL in community coalitions and collaborations
- To facilitate promotion of adult programs
- To assist patrons at public service desks as assigned
- To participate in departmental meetings, library-wide committees, training opportunities, and performs other duties as assigned

MINIMUM QUALIFICATIONS

1. Bachelor's degree
2. Two or more years of successful, relevant experience in project coordination, community outreach and/or marketing/public relations
3. Ability to plan and assist with programs and special events
4. Passion for reading and strong belief in the value of reading
5. Broad knowledge of current reading trends, best sellers, literary genres, etc
6. Familiarity with organizations, institutions and community networks in the greater Kalamazoo area
7. Ability to work collaboratively and represent KPL effectively in external environments
8. Ability to develop effective interpersonal relationships in multiple arenas
9. Excellent oral and written communication skills and public speaking ability
10. Strong public service orientation
11. Support of mission, vision and core values of KPL

SALARY

\$28,656 - \$38,781 yearly; fully paid health, vision, dental, LTD, and life insurance; fully paid retirement, pro-rated vacation, sick leave and holidays; Health Care Savings Program

SCHEDULE

30 hours weekly; flexible schedule including some evenings and week-end hours

AVAILABLE

Immediately

Applications available in Administrative Services or at www.kpl.gov
Completed application, cover letter, and resume should be sent to
Chris Price in Administrative Services
Applications are due by 5:00 pm on Friday, October 26, 2007